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ABSTRACT

This Ohio Competency Analysis Profile (OCAP), derived from a modified Developing a Curriculum (DACUM) process, is a current comprehensive and verified employer competency program list for graphic communications--graphic arts. Each unit (with or without subunits) contains competencies and competency builders that identify the occupational, academic, and employability skills needed to enter this occupational area. Within that outline are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. Advancing items are needed to advance in a given occupation. Futuring items are needed to enter and remain in a given occupation 3 to 4 years from now. This profile contains 15 units: (1) orientation; (2) business and the graphic communications industry; (3) measurement systems; (4) job planning; (5) design and layout; (6) typesetting; (7) proofing; (8) paste-up; (9) darkroom; (10) film images; (11) plates; (12) offset presses; (13) finishing operations; (14) desktop publishing; and (15) employability skills. (NLA)

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OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

GRAPHIC COMMUNICATIONS

—GRAPHIC ARTS—

U.S. DEPARTMENT OF EDUCATION
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Ohio's Future at Work

Division of Vocational and Career Education
Ohio Department of Education

Vocational Instructional Materials Laboratory
Center on Education and Training for Employment

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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items are essential to entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in FY93). Advancing items (marked with one asterisk) are needed to advance in a given occupation. Futuring items (marked with two asterisks) are needed to enter and remain in a given occupation three to four years from now.

Districts may add as many units, subunits, competencies, and competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their courses of study and monitor competency gains via the new competency testing program.

The **Employability Skills** portion of this list was verified by the following employer panel:

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OHIO COMPETENCY ANALYSIS PROFILE

GRAPHIC COMMUNICATIONS: GRAPHIC ARTS

UNIT 1: Orientation

COMPETENCY 1.0.1: Adhere to safety rules and emergency procedures policy

COMPETENCY BUILDERS:

1.0.1.1 Wear appropriate eye and hearing protection according to Ohio law and board policy
1.0.1.2 Wear protective or safety apparel according to Occupational Safety and Health Administration (OSHA) standards
1.0.1.3 React to personal injury according to school or employer policy
1.0.1.4 Locate fire exits and fire extinguishers
1.0.1.5 React to fire hazards
1.0.1.6 Read and interpret material safety data sheet (MSDS) labels and handle and dispose of chemicals safely according to environmental laws
1.0.1.7 Use only containers which bear appropriate labels
1.0.1.8 Handle all tools safely according to manufacturer's specifications
1.0.1.8 Check and maintain safety guards and switches on all machinery

COMPETENCY 1.0.2: Observe lab conduct rules

COMPETENCY BUILDERS:

1.0.2.1 Respect the rights and property of others
1.0.2.2 Demonstrate professional behavior
1.0.2.3 Adhere to established rules of conduct and attire

COMPETENCY 1.0.3: Practice effective interaction skills

COMPETENCY BUILDERS:

1.0.3.1 Cooperate and communicate effectively with peers
1.0.3.2 Cooperate and communicate effectively with supervisors
1.0.3.3 Cooperate and communicate effectively with internal and external customers
1.0.3.4 Use correct terminology

UNIT 2: Business and the Graphic Communications Industry

COMPETENCY 2.0.1: Distinguish various aspects of graphic communications industry

COMPETENCY BUILDERS:

2.0.1.1 Review current makeup (statistics) of graphic communications industry
2.0.1.2 Examine different types of printed materials (e.g., commercial, magazines, newspapers, business forms, specialties) and technologies (e.g., offset, gravure, fixed, screen, letterpress)
2.0.1.3 Recognize and interpret terms related to and used in graphic communications
2.0.1.4 Survey history of and future opportunities in graphic communications industry

COMPETENCY 2.0.2: Examine elements of the business cycle

COMPETENCY BUILDERS:

2.0.2.1 Describe job flow from initial customer contact to collection
2.0.2.2 Examine cost factors of printing jobs (e.g., labor, benefits, materials, overhead, sales and administrative, debt service, depreciation)
2.0.2.3 Recognize and interpret basic business terms (e.g., purchase order, blanket order, invoice)

COMPETENCY 2.0.3: Practice effective business skills

COMPETENCY BUILDERS:

2.0.3.1 Demonstrate professional customer relations skills
2.0.3.2 Describe basic expectations of employees in terms of quality, quantity, timeliness, and materials usage

UNIT 3: Measurement Systems

COMPETENCY 3.0.1: Use specific measurement tools

COMPETENCY BUILDERS:

3.0.1.1 Measure type and graphic elements using picas and points
3.0.1.2 Measure graphic elements using standard and metric rulers
3.0.1.3 Convert picas and points to inches
3.0.1.4 Identify basic measurement, layout, and drafting tools

* Advancing
** Futuring

COMPETENCY 3.0.2: Measure and cut paper

COMPETENCY BUILDERS:

3.0.2.1 Calculate number of pieces per sheet considering grain direction
3.0.2.2 Calculate number of pieces per sheet disregarding grain directions
3.0.2.3 Review basis and weight calculations
3.0.2.4 Use micrometer to measure thickness of paper

UNIT 4: Job Planning

COMPETENCY 4.0.1: Communicate with customers in a professional manner

COMPETENCY BUILDERS:

4.0.1.1 Identify customer specifications
4.0.1.2 Use effective telephone skills
4.0.1.3 Complete work order or estimate sheet correctly
4.0.1.4 Communicate job estimate to customer

COMPETENCY 4.0.2: Interpret job specifications

COMPETENCY BUILDERS:

4.0.2.1 Specify paper
4.0.2.2 Specify ink
4.0.2.3 Specify specialty finishing operations (e.g., foil, embossing)
4.0.2.4 Determine layout and imposition
4.0.2.5 Determine press size and finish size
4.0.2.6 Select finishing method
4.0.2.7 Determine darkroom materials
4.0.2.8 Determine plate materials
4.0.2.9 Specify typesetting method
4.0.2.10 Relate detailed information for production

COMPETENCY 4.0.3: Complete job ticket completely and legibly

COMPETENCY BUILDERS:

4.0.3.1 Review customer specifications
4.0.3.2 List individual job requirements
4.0.3.3 Compare job ticket to customer specifications and estimate

COMPETENCY 4.0.4: Schedule job*

COMPETENCY BUILDERS:

4.0.4.1 Review job ticket*
4.0.4.2 Check inventory*
4.0.4.3 Order needed supplies*
4.0.4.4 Designate production timeline and completion date*
4.0.4.5 Schedule work flow*

UNIT 5: Design and Layout

COMPETENCY 5.0.1: Construct and design layouts

COMPETENCY BUILDERS:

5.0.1.1 Review job ticket
5.0.1.2 Draw thumbnail sketches
5.0.1.3 Draw rough sketch
5.0.1.4 Select art
5.0.1.5 Prepare comprehensive
5.0.1.6 Review comprehensive and obtain customer approval

COMPETENCY 5.0.2: Prepare layout

COMPETENCY BUILDERS:

5.0.2.1 Draw sheet size within 1/64"
5.0.2.2 Mark up specifications within 100% accuracy
5.0.2.3 Identify image areas, margins, and trim within 1/64"
5.0.2.4 Compute reductions and/or enlargements within 1%
5.0.2.5 Define special effect areas within 1/64"

COMPETENCY 5.0.3: Make neat and accurate dummies of layout

COMPETENCY BUILDERS:

5.0.3.1 Prepare single- and multiple-sheet dummies
5.0.3.2 Prepare signature

COMPETENCY 5.0.4: Assemble and maintain neat job file

COMPETENCY BUILDERS:

5.0.4.1 Compile and identify job file (e.g., artwork, negatives, proofs, dummies)
5.0.4.2 Store job file according to shop procedures

* Advancing
** Futuring

UNIT 6: Typesetting

COMPETENCY 6.0.1: Typeset input and output to meet job specifications

COMPETENCY BUILDERS:

6.0.1.1 Review job ticket
6.0.1.2 Review mark-up typesetting specifications
6.0.1.3 Select proper typesetting program
6.0.1.4 Program type parameters and type styles
6.0.1.5 Keyboard type
6.0.1.6 Run spell-check program
6.0.1.7 Proofread and correct copy
6.0.1.8 Use scanned or computer graphics
6.0.1.9 Set up output device
6.0.1.10 Output copy
6.0.1.11 Create backup file

COMPETENCY 6.0.2: Perform system and equipment maintenance according to manufacturer's specifications

COMPETENCY BUILDERS:

6.0.2.1 Clean and maintain equipment
6.0.2.2 Clean processor and check chemistry levels
6.0.2.3 Perform periodic full system backup

UNIT 7: Proofing

COMPETENCY 7.0.1: Read and compare proofs

COMPETENCY BUILDERS:

7.0.1.1 Review job ticket
7.0.1.2 Read original
7.0.1.3 Compare original with set copy

COMPETENCY 7.0.2: Mark proofs for corrections

COMPETENCY BUILDERS:

7.0.2.1 Identify errors using proofreaders marks
7.0.2.2 Send corrected proof to typesetter

UNIT 8: Paste-up

COMPETENCY 8.0.1: Construct layout sheet dimensions within 1/64"

COMPETENCY BUILDERS:

8.0.1.1 Review job ticket
8.0.1.2 Retrieve layout board from job file
8.0.1.3 Draw borders and guidelines
8.0.1.4 Check borders and image areas for job accuracy
8.0.1.5 Draw fold, trim, and reference lines

COMPETENCY 8.0.2: Position keyline elements

COMPETENCY BUILDERS:

8.0.2.1 Clean hands and tools
8.0.2.2 Select proper adhesives
8.0.2.3 Trim copy and artwork
8.0.2.4 Attach elements and check alignments
8.0.2.5 Attach graphic aids, register marks, and overlays as needed
8.0.2.6 Burnish elements
8.0.2.7 Maintain cleanliness
8.0.2.8 Attach tissue overlay and indicate color breaks, screen values, and other graphic elements
8.0.2.9 Attach protective cover

COMPETENCY 8.0.3: Check finished keyline

COMPETENCY BUILDERS:

8.0.3.1 Review alignment
8.0.3.2 Produce proof copy of paste-up
8.0.3.3 Visually review proof

COMPETENCY 8.0.4: Obtain written customer approval

COMPETENCY BUILDERS:

8.0.4.1 Present proof copy to customer
8.0.4.2 Make corrections as needed
8.0.4.3 Obtain initialed approval

* Advancing
** Futuring

UNIT 9: Darkroom

COMPETENCY 9.0.1: Prepare darkroom according to OSHA standards, manufacturer's specifications, and lab policy

COMPETENCY BUILDERS:

9.0.1.1 Use appropriate lighting and ventilation
9.0.1.2 Clean surfaces, sink, and equipment
9.0.1.3 Mix chemistry and check processor
9.0.1.4 Check chemistry with control strip
9.0.1.5 Verify presence of tools and supplies
9.0.1.6 Calibrate densitometer

COMPETENCY 9.0.2: Prepare process camera

COMPETENCY BUILDERS:

9.0.2.1 Review job ticket
9.0.2.2 Position lights
9.0.2.3 Set F-stop and exposure using densitometer
9.0.2.4 Inspect and clean copy board
9.0.2.5 Load copy board
9.0.2.6 Position gray scale
9.0.2.7 Adjust for image size and check focus

COMPETENCY 9.0.3: Expose film and print material for linework

COMPETENCY BUILDERS:

9.0.3.1 Select film and print material
9.0.3.2 Load film or print material
9.0.3.3 Use filters as needed
9.0.3.4 Activate vacuum
9.0.3.5 Expose film or print material
9.0.3.6 Deactivate vacuum and remove film or print material
9.0.3.7 Store darkroom materials

COMPETENCY 9.0.4: Expose film for halftone according to manufacturer's specifications

COMPETENCY BUILDERS:

9.0.4.1 Calculate halftone exposure(s) using densitometer
9.0.4.2 Select and load film and position contact screen
9.0.4.3 Activate vacuum
9.0.4.4 Make halftone exposure(s) (i.e., main, flash, bump)
9.0.4.5 Deactivate vacuum, remove film, and contact screen
9.0.4.6 Store darkroom materials

COMPETENCY 9.0.5: Process film and print material

COMPETENCY BUILDERS:

9.0.5.1 Develop film in trays or use processor
9.0.5.2 Stop and fix film
9.0.5.3 Rinse film
9.0.5.4 Process print material
9.0.5.5 Rinse print material
9.0.5.6 Dry film and print material
9.0.5.7 Inspect negative or print

COMPETENCY 9.0.6: Make contact prints or duplicate negative

COMPETENCY BUILDERS:

9.0.6.1 Inspect lighting system
9.0.6.2 Prepare and clean contact frame
9.0.6.3 Select and position photographic material
9.0.6.4 Position acetate for spreads and chokes as necessary
9.0.6.5 Activate vacuum
9.0.6.6 Expose photographic material
9.0.6.7 Deactivate vacuum and unload photographic material
9.0.6.8 Process photographic material
9.0.6.9 Wash and dry photographic material
9.0.6.10 Inspect photographic material
9.0.6.11 Store darkroom material

COMPETENCY 9.0.7: Maintain darkroom equipment according to manufacturer's specifications and OSHA and EPA regulations

COMPETENCY BUILDERS:

9.0.7.1 Perform housekeeping duties
9.0.7.2 Wash sink, trays, and equipment
9.0.7.3 Empty and clean processor as needed
9.0.7.4 Protect copy board
9.0.7.5 Replace lens cap
9.0.7.6 Protect print frame
9.0.7.7 Store darkroom supplies and equipment

* Advancing
** Futuring

UNIT 10: Film Images

COMPETENCY 10.0.1: Organize work area according to established lab policy

COMPETENCY BUILDERS:

10.0.1.1 Clean light table and stripping area
10.0.1.2 Assemble stripping tools and supplies
10.0.1.3 Inspect accuracy of tools

COMPETENCY 10.0.2: Organize stripping work flow to ensure all film elements match dummies

COMPETENCY BUILDERS:

10.0.2.1 Review job ticket
10.0.2.2 Select masking material
10.0.2.3 Match film elements with dummy
10.0.2.4 Check dummies

COMPETENCY 10.0.3: Prepare masking sheets and position images within .005"

COMPETENCY BUILDERS:

10.0.3.1 Punch materials for register pins
10.0.3.2 Square flats on pins
10.0.3.3 Rule center lines and trim lines
10.0.3.4 Cut notches for simple stepping
10.0.3.5 Trim negatives, positives, and ruby lith
10.0.3.6 Impose and tape negatives, positives, or ruby lith to the flat

COMPETENCY 10.0.4: Open windows 1/4" for line copy and 1/65" for halftones

COMPETENCY BUILDERS:

10.0.4.1 Select window shape and size
10.0.4.2 Cut windows

COMPETENCY 10.0.5: Opaque film neatly and completely

COMPETENCY BUILDERS:

10.0.5.1 Inspect and clean brushes
10.0.5.2 Mix opaque to proper consistency
10.0.5.3 Inspect film for broken type
10.0.5.4 Opaque film with opaque or litho tape
10.0.5.5 Reinspect film
10.0.5.6 Clean brush

COMPETENCY 10.0.6: Perform special imaging techniques

COMPETENCY BUILDERS:

10.0.6.1 Position separations within 1/64"
10.0.6.2 Position screen tints within .005"
10.0.6.3 Position masks for color work
10.0.6.4 Number multiple flats
10.0.6.5 Utilize pin system for multiple burns
10.0.6.6 Store stripping supplies

COMPETENCY 10.0.7: Make final proof for customer approval

COMPETENCY BUILDERS:

10.0.7.1 Select proofing materials
10.0.7.2 Expose stripped film
10.0.7.3 Process proofs as necessary
10.0.7.4 Obtain written approval of customer

UNIT 11: Plates

COMPETENCY 11.0.1: Make metal plates according to manufacturer's specifications

COMPETENCY BUILDERS:

11.0.1.1 Review job ticket
11.0.1.2 Check lighting and ventilation system
11.0.1.3 Clean platemaker glass
11.0.1.4 Select plate material
11.0.1.5 Punch plates for pin system
11.0.1.6 Align flats using pins
11.0.1.7 Activate vacuum
11.0.1.8 Position platemaker frame and make exposure
11.0.1.9 Deactivate vacuum
11.0.1.10 Open frame and inspect plate

COMPETENCY 11.0.2: Develop metal plates according to manufacturer's specifications

COMPETENCY BUILDERS:

11.0.2.1 Assemble developing supplies
11.0.2.2 Prepare developing area
11.0.2.3 Develop plate by hand or processor
11.0.2.4 Wash plate and gum plate as necessary
11.0.2.5 Mark plate for identification
11.0.2.6 Store plate

* Advancing
** Futuring

COMPETENCY 11.0.3: Develop nonmetal plates (e.g., silver, master, electrostatic) according to manufacturer's specifications

COMPETENCY BUILDERS:

11.0.3.1 Review job ticket
11.0.3.2 Inspect copy for reproduction qualities and cleanliness
11.0.3.3 Clean glass
11.0.3.4 Position and expose copy
11.0.3.5 Allow plate to dry
11.0.3.6 Inspect plate and correct as necessary

COMPETENCY 11.0.4: Maintain cleanliness in platemaking area according to lab policies

COMPETENCY BUILDERS:

11.0.4.1 Inspect and clean platemaker glass
11.0.4.2 Clean sink
11.0.4.3 Clean developing area
11.0.4.4 Clean sponges
11.0.4.5 Maintain equipment according to manufacturer's specifications

UNIT 12: Offset Presses

COMPETENCY 12.0.1: Ready press systems according to manufacturer's specifications

COMPETENCY BUILDERS:

12.0.1.1 Review job ticket
12.0.1.2 Set up feeder for paper size
12.0.1.3 Log and load paper
12.0.1.4 Mix ink to color specifications as necessary
12.0.1.5 Inspect dampening system
12.0.1.6 Mix fountain solution
12.0.1.7 Fill dampening system
12.0.1.8 Adjust dampening system
12.0.1.9 Clean and install plate
12.0.1.10 Fill and adjust inking system
12.0.1.11 Adjust air/vacuum system
12.0.1.12 Set up and adjust register system
12.0.1.13 Set delivery adjustments

COMPETENCY 12.0.2: Produce printed images according to customer's signed proof

COMPETENCY BUILDERS:

12.0.2.1 Feed paper
12.0.2.2 Check and set image positions
12.0.2.3 Check and adjust registration
12.0.2.4 Compare printed piece to final customer proof
12.0.2.5 Clean plate and blanket
12.0.2.6 Set counter
12.0.2.7 Print images
12.0.2.8 Maintain ink/water balance
12.0.2.9 Maintain image density and ink coverage
12.0.2.10 Perform quality inspections
12.0.2.11 Unload delivery system
12.0.2.12 Preserve and/or store plate
12.0.2.13 Clean blanket
12.0.2.14 Drain dampening system
12.0.2.15 Protect inking system

COMPETENCY 12.0.3: Wash up press according to manufacturer's specifications and OSHA and EPA regulations

COMPETENCY BUILDERS:

12.0.3.1 Protect dampening system
12.0.3.2 Clean ink fountain(s)
12.0.3.3 Protect delivery system
12.0.3.4 Install wash-up devices
12.0.3.5 Apply solvents
12.0.3.6 Operate wash-up system
12.0.3.7 Remove and clean wash-up devices
12.0.3.8 Perform deglazing operations
12.0.3.9 Clean cylinders
12.0.3.10 Clean bearers and press covers
12.0.3.11 Store supplies
12.0.3.12 Clean work area
12.0.3.13 Dispose of cleaning rags, solvents, used ink, and fountain solution

* Advancing
** Futuring

COMPETENCY 12.0.4: Maintain presses according to manufacturer's specifications

COMPETENCY BUILDERS:

12.0.4.1 Consult maintenance manual
12.0.4.2 Lubricate press system
12.0.4.3 Check and replace blanket as necessary
12.0.4.4 Check and adjust ink train rollers
12.0.4.5 Replace dampening covers as necessary
12.0.4.6 Check and adjust dampening rollers
12.0.4.7 Clean and maintain air/vacuum system
12.0.4.8 Clean and maintain feed and delivery systems as necessary
12.0.4.9 Perform factory-recommended maintenance

UNIT 13: Finishing Operations

COMPETENCY 13.0.1: Perform machine operations according to manufacturer's specifications

COMPETENCY BUILDERS:

13.0.1.1 Review job ticket
13.0.1.2 Set up and operate cutter
13.0.1.3 Set up and operate folding machine (i.e., perforate, score, and trim)
13.0.1.4 Set up and operate collator
13.0.1.5 Set up and operate stitcher
13.0.1.6 Set up and operate paper drill
13.0.1.7 Set up and operate plastic binding machine
13.0.1.8 Use jogger

COMPETENCY 13.0.2: Perform hand bindery operations according to lab policies and existing quality standards

COMPETENCY BUILDERS:

13.0.2.1 Pad
13.0.2.2 Wrap and package
13.0.2.3 Label and prepare for delivery

UNIT 14: Desktop Publishing

COMPETENCY 14.0.1: Operate desktop publishing systems according to manufacturer's specifications and program documentation

COMPETENCY BUILDERS:

14.0.1.1 Explain components and uses in MS-DOS and Macintosh operating systems
14.0.1.2 Open and close new word-processing document
14.0.1.3 Prepare type needed for layout
14.0.1.4 Save document to proper file
14.0.1.5 Spell-check document
14.0.1.6 Shut down word-processing program properly
14.0.1.7 Open new graphics program document
14.0.1.8 Prepare graphics or images needed for layout
14.0.1.9 Shut down graphics program
14.0.1.10 Scan any existing images with desktop scanner
14.0.1.11 Open new page-layout program document
14.0.1.12 Import previously prepared elements into layout program
14.0.1.13 Prepare layout to customer's approved requirements
14.0.1.14 Save document to proper file

COMPETENCY 14.0.2: Output files according to manufacturer's specifications and program documentation

COMPETENCY BUILDERS:

14.0.2.1 Choose output device
14.0.2.2 Activate output device
14.0.2.3 Clean and maintain equipment

* Advancing
** Futuring

UNIT 15: Employability Skills

SUBUNIT 15.1: Career Development

COMPETENCY 15.1.1: Investigate career options

COMPETENCY BUILDERS:

15.1.1.1 Determine interests and aptitudes
15.1.1.2 Identify career options
15.1.1.3 Research occupations matching interests and aptitudes
15.1.1.4 Select career(s) that best match(es) interests and aptitudes
15.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
15.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
15.1.1.7 Develop a career plan

COMPETENCY 15.1.2: Analyze potential barriers to employment

COMPETENCY BUILDERS:

15.1.2.1 Identify common barriers to employment
15.1.2.2 Develop strategies to overcome employment barriers

UNIT 15: Employability Skills

SUBUNIT 15.2: Decision Making and Problem Solving

COMPETENCY 15.2.1: Apply decision-making techniques in the workplace

COMPETENCY BUILDERS:

15.2.1.1 Identify the decision to be made
15.2.1.2 Compare alternatives
15.2.1.3 Determine consequences of each alternative
15.2.1.4 Make decisions based on values and goals
15.2.1.5 Evaluate the decision made

COMPETENCY 15.2.2: Apply problem-solving techniques in the workplace

COMPETENCY BUILDERS:

15.2.2.1 Diagnose the problem and its causes
15.2.2.2 Identify alternatives and their consequences in relation to the problem
15.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
15.2.2.4 Utilize resources to explore possible solutions to the problem
15.2.2.5 Compare and contrast the advantages and disadvantages of each solution
15.2.2.6 Determine appropriate action
15.2.2.7 Evaluate results

UNIT 15: Employability Skills

SUBUNIT 15.3: Work Ethic

COMPETENCY 15.3.1: Evaluate the relationship of self-esteem to work ethic

COMPETENCY BUILDERS:

15.3.1.1 Identify special characteristics and abilities in self and others
15.3.1.2 Identify internal and external factors that affect self-esteem

COMPETENCY 15.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

COMPETENCY BUILDERS:

15.3.2.1 Distinguish between values and goals
15.3.2.2 Determine the importance of values and goals
15.3.2.3 Evaluate how values affect goals
15.3.2.4 Identify short-term and long-term goals
15.3.2.5 Prioritize personal goals
15.3.2.6 Describe how personal values are reflected in work ethic
15.3.2.7 Describe how interactions in the workplace affect personal work ethic
15.3.2.8 Examine how life changes affect personal work ethic

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COMPETENCY 15.3.3: Demonstrate work ethic

COMPETENCY BUILDERS:

15.3.3.1 Examine factors that influence work ethic
15.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

UNIT 15: Employability Skills

SUBUNIT 15.4: Job-Seeking Skills

COMPETENCY 15.4.1: Prepare for employment

COMPETENCY BUILDERS:

15.4.1.1 Identify traditional and nontraditional employment sources
15.4.1.2 Utilize employment sources
15.4.1.3 Research job opportunities, including nontraditional careers
15.4.1.4 Interpret equal employment opportunity laws
15.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
15.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

COMPETENCY 15.4.2: Design a résumé

COMPETENCY BUILDERS:

15.4.2.1 Identify personal strengths and weaknesses
15.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
15.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
15.4.2.4 Complete résumé using various formats
15.4.2.5 Secure references

COMPETENCY 15.4.3: Complete and process job application forms

COMPETENCY BUILDERS:

15.4.3.1 Explain the importance of an application form
15.4.3.2 Identify ways to obtain job application forms
15.4.3.3 Describe methods for handling illegal questions on job application forms
15.4.3.4 Demonstrate legible written communications skills using correct grammar, spelling, and concise wording
15.4.3.5 Return application to proper person, request interview, and follow up

COMPETENCY 15.4.4: Demonstrate interviewing skills

COMPETENCY BUILDERS

15.4.4.1 Investigate interview environment and procedures
15.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
15.4.4.3 Demonstrate question and answer techniques
15.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

COMPETENCY 15.4.5: Secure employment

COMPETENCY BUILDERS:

15.4.5.1 Identify present and future employment opportunities within an occupation/organization
15.4.5.2 Research the organization/company
15.4.5.3 Use follow-up techniques to enhance employment potential
15.4.5.4 Compare and evaluate job offers

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UNIT 15: Employability Skills

SUBUNIT 15.5: Job Retention Skills

COMPETENCY 15.5.1: Analyze the organizational structure of the workplace

COMPETENCY BUILDERS:

15.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
15.5.1.2 Be aware of and obey all company policies and procedures
15.5.1.3 Examine the role/relationship between employee and employer
15.5.1.4 Recognize opportunities for advancement and reasons for termination

COMPETENCY 15.5.2: Maintain positive relations with others

COMPETENCY BUILDERS:

15.5.2.1 Exhibit appropriate work habits and attitude
15.5.2.2 Identify behaviors to establish successful working relationships
15.5.2.3 Cooperate and compromise through teamwork and group participation
15.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

UNIT 15: Employability Skills

SUBUNIT 15.6: Job Advancement

COMPETENCY 15.6.1: Analyze opportunities for personal and career growth

COMPETENCY BUILDERS:

15.6.1.1 Determine opportunities within an occupation/organization
15.6.1.2 Compare and contrast other opportunities
15.6.1.3 List benefits of job advancement
15.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

COMPETENCY 15.6.2: Exhibit characteristics needed for advancement

COMPETENCY BUILDERS:

15.6.2.1 Display a positive attitude
15.6.2.2 Demonstrate knowledge of a position
15.6.2.3 Perform quality work
15.6.2.4 Adapt to changing situations and technology
15.6.2.5 Demonstrate capability for different positions
15.6.2.6 Participate in continuing education/training programs
15.6.2.7 Respect, accept, and work with ALL individuals in the workplace

UNIT 15: Employability Skills

SUBUNIT 15.7: Technology in the Workplace

COMPETENCY 15.7.1: Assess the impact of technology in the workplace

COMPETENCY BUILDERS:

15.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
15.7.1.2 Investigate the use of technology in the workplace
15.7.1.3 Analyze how present skills can be applied to learning new technologies

COMPETENCY 15.7.2: Use a variety of technological applications

COMPETENCY BUILDERS:

15.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
15.7.2.2 Use technology to accomplish assigned tasks
15.7.2.3 Create solutions to problems using technical means

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UNIT 15: Employability Skills

SUBUNIT 15.8: Lifelong Learning

COMPETENCY 15.8.1: Apply lifelong learning to individual situations

COMPETENCY BUILDERS:

15.8.1.1 Define lifelong learning
15.8.1.2 Identify factors that cause the need for lifelong learning

COMPETENCY 15.8.2: Adapt to change

COMPETENCY BUILDERS:

15.8.2.1 Analyze the effects of change
15.8.2.2 Identify reasons why goals change
15.8.2.3 Describe the importance of flexibility when reevaluating goals
15.8.2.4 Evaluate the need for continuing education/training

UNIT 15: Employability Skills

SUBUNIT 15.9: Economic Education

COMPETENCY 15.9.1: Analyze global enterprise systems

COMPETENCY BUILDERS:

15.9.1.1 Identify characteristics of various enterprise systems
15.9.1.2 Examine the relationship between competition, risk, and profit
15.9.1.3 Illustrate how supply and demand influence price

COMPETENCY 15.9.2: Evaluate personal money management

COMPETENCY BUILDERS:

15.9.2.1 Describe the need for personal management records
15.9.2.2 Identify methods of taxation
15.9.2.3 Analyze how credit affects financial security
15.9.2.4 Compare types and methods of investments
15.9.2.5 Prepare a personal budget
15.9.2.6 Be an informed and responsible consumer
15.9.2.7 Analyze the effects of advertising on the consumer

UNIT 15: Employability Skills

SUBUNIT 15.10: Balancing Work and Family

COMPETENCY 15.10.1: Analyze the effects of family on work

COMPETENCY BUILDERS:

15.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
15.10.1.2 Identify present and future family structures and responsibilities
15.10.1.3 Describe personal and family roles
15.10.1.4 Analyze concerns of working parent(s)
15.10.1.5 Examine how family responsibilities can conflict with work
15.10.1.6 Resolve family-related conflicts
15.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

COMPETENCY 15.10.2: Analyze the effects of work on family

COMPETENCY BUILDERS:

15.10.2.1 Identify responsibilities associated with paid and nonpaid work
15.10.2.2 Compare the advantages and disadvantages of multiple incomes
15.10.2.3 Examine how work can conflict with family responsibilities
15.10.2.4 Describe how work-related stress can affect families
15.10.2.5 Identify family support systems and resources

UNIT 15: Employability Skills

SUBUNIT 15.11: Citizenship in the Workplace

COMPETENCY 15.11.1: Exercise the rights and responsibilities of citizenship in the workplace

COMPETENCY BUILDERS:

15.11.1.1 Identify the basic rights and responsibilities of citizenship
15.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

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COMPETENCY 15.11.2: Cooperate with others in the workplace

COMPETENCY BUILDERS:

15.11.2.1 Identify situations in which compromise is necessary
15.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
15.11.2.3 Demonstrate initiative to facilitate cooperation
15.11.2.4 Give and receive constructive criticism to enhance cooperation

UNIT 15: Employability Skills

SUBUNIT 15.12: Leadership

COMPETENCY 15.12.1: Evaluate leadership styles appropriate for the workplace

COMPETENCY BUILDERS:

15.12.1.1 Identify characteristics of effective leaders
15.12.1.2 Compare leadership styles
15.12.1.3 Demonstrate effective delegation skills
15.12.1.4 Identify opportunities to lead in the workplace

COMPETENCY 15.12.2: Demonstrate effective teamwork skills

COMPETENCY BUILDERS:

15.12.2.1 Identify the responsibilities of a valuable group member
15.12.2.2 Exhibit open-mindedness
15.12.2.3 Identify methods of involving each member of a team
15.12.2.4 Contribute to the efficiency and success of a group
15.12.2.5 Determine ways to motivate others

COMPETENCY 15.12.3: Utilize effective communication skills

COMPETENCY BUILDERS:

15.12.3.1 Demonstrate the importance of listening
15.12.3.2 Demonstrate assertive communication
15.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
15.12.3.4 Analyze written material
15.12.3.5 Prepare written material
15.12.3.6 Give and receive feedback
15.12.3.7 Articulate thoughts
15.12.3.8 Use appropriate language

UNIT 15: Employability Skills

SUBUNIT 15.13: Entrepreneurship

COMPETENCY 15.13.1: Evaluate the role of small business in the economy

COMPETENCY BUILDERS:

15.13.1.1 Identify the benefits of small business to a community
15.13.1.2 Analyze opportunities for small business in a community

COMPETENCY 15.13.2: Examine considerations of starting a business

COMPETENCY BUILDERS:

15.13.2.1 Research a business idea
15.13.2.2 Compare various ways to become a small business owner
15.13.2.3 Investigate factors to consider in financing a new business
15.13.2.4 Evaluate entrepreneurship as a career option

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